

## **452 STAFF TRANSPORTATION FOR DISTRICT PURPOSES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for staff when they are required to use vehicle transportation to meet a job-related or responsibility need of the district. This does not include transportation involving students.

### **II. GENERAL POLICY STATEMENT**

The District recognizes that staff will be required to use vehicle transportation to meet job responsibilities, attend meetings or conferences and complete other administratively approved duties for the district. Staff will be required to follow the established guidelines when travel is involved.

### **III. GENERAL TRANSPORTATION GUIDELINES**

Staff members will follow the general guidelines identified below when using a school vehicle or personal vehicle for completing district responsibilities or duties:

- A. Maintain a current Minnesota driver's license.
- B. Follow all Minnesota traffic laws.
- C. Follow all District policies and procedures.
- D. Seatbelts are to be worn at all times.
- E. School vehicles are to be used for district purposes only. Monetary reimbursement will occur for district purposes only.

### **IV. USE OF DISTRICT VEHICLES**

- A. Assigned Vehicle – Staff members who have been assigned a school vehicle to be used to complete their job responsibilities are to use the vehicle for only school-related activities and purposes. Staff members may use the vehicle for commuting purposes to and from work. The following guidelines also apply to staff members assigned a vehicle:
  - 1. Staff members will not receive an additional stipend or reimbursement for transportation.
  - 2. The District will provide a vehicle and provide gas, maintenance and insurance for the vehicle.

3. The staff member assigned a vehicle will be responsible for maintaining the vehicle and scheduling necessary maintenance and repair of the vehicle.
  4. Staff members should be aware of the sensitivity of community perception and use the assigned vehicle only for commuting purposes and work-related activities or duties.
  5. The district transportation office will coordinate the gas, maintenance and repair of the vehicle.
- B. Use of a District Vehicle – Staff members required to complete job responsibilities, attend meetings, conferences or activities beyond the district boundaries may schedule the use of a district vehicle through the transportation office. The following additional guidelines also apply:
1. Complete the scheduling of the vehicle in a timely manner.
  2. Complete the necessary paperwork both before and after the use of the vehicle.
  3. Return the vehicle at the assigned time.
  4. Allow only staff members to drive the vehicle.
  5. Complete the necessary maintenance and repair of the vehicle as required, including gas.
  6. Follow specific guidelines assigned by the transportation office including keeping the vehicle clean.
- C. Use of Private Vehicle – Staff members may be required to use a private vehicle when defined by a work agreement between the district and the staff member or when a district vehicle is not available. Staff members will be reimbursed at the district’s approved mileage reimbursement rate. The following additional guidelines will also apply:
1. Current vehicle insurance must be maintained.
  2. Necessary paperwork must be completed for reimbursement.
  3. Mileage reimbursement is only for school-related duties or responsibilities.

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Alexandria Public Schools - No. 206  
Alexandria, Minnesota